

Model Pre-Screening Tool

Community Advisory Committee Appointment

Interview Questions:

How did you learn about this volunteer opportunity?

What specifically interests you in being appointed to serve as a community advisory committee member?

Do you have previous experience in any capacity working with older or disabled adults that you think would be helpful to you in this volunteer role? Please discuss.

Do you currently have volunteer commitments with other local agencies?

(Hospice volunteers may have a conflict of interest in cases where their assigned patients reside in a long term care facility that they are assigned to visit through the community advisory committee.)

Have you ever had or do you currently have an immediate family member who is a resident of a long term care facility, is an employee of a long term care facility or has financial or ownership interests in a long term care facility? If yes:

Type of facility?

What county is the facility located in?

Were you pleased with the care provided by that facility?

How did you handle any problems that occurred?

Have you worked in a long term care facility before?

If yes, when and what type of facility.

Are you aware of any financial interests you may have related to a long term care facility in the county in which you want to be appointed?

(Give examples of possible conflicts: facility ownership in immediate family, current employment, paid consultant to facility in any capacity, employee of agency with business involvement with facility, paid services for any resident in the facility.)

Do you currently serve in any capacity as a public official in this county?

Are you willing to submit to a criminal background check if required?

Can you commit up to 15 hours to complete the required initial training?

(Explain components of training to interviewee.)

Are you able to commit a minimum of 8-24 hours every three months to visit with residents in facilities in your county once assigned to a CAC team?

(Describe typical CAC activities that must be completed quarterly/annually, including regularly scheduled meetings.)

Do you have reliable transportation available to attend meetings and conduct visits?

Review the community advisory committee Volunteer Job Description with the individual.